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Approved For Release 2001/07/28 : CIA-RDP78-03991A000500030038-2

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director of Logistics

DATE: 3 March 1955

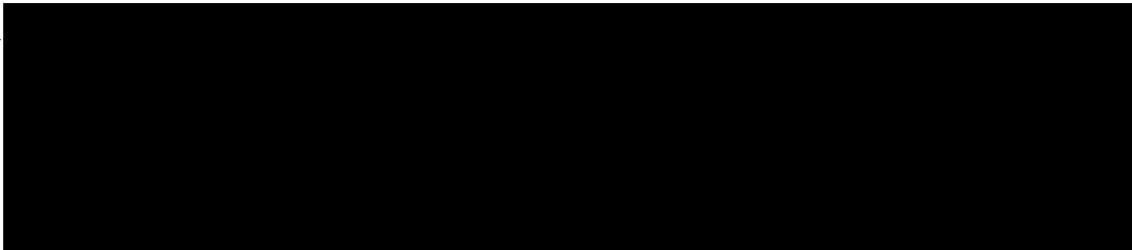
FROM : Chief, Supply Division

SUBJECT: Weekly Activity Report


1. GENERAL:

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a.



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(2) Three members of the Personnel and Training Branch, OL, visited  for the purpose of interviewing personnel who were not favorably considered for the Career Staff at this time.

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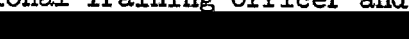
25X1C

records has been completed. The Report of Inventory Adjustment was forwarded for approval 25 February.

b. Supply Training: (continued item)

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(1) The Supply Division portions of the Sixth Logistics Support Course is progressing in a satisfactory manner. The headquarters phase will be completed on 4 March.

(2) Three films concerning safety measures in the operation of Government automotive equipment and daily safety shop practices were procured from the office of the Regional Training Officer and shown to the appropriate personnel of the 

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2. PROJECTS AND STUDIES IN PROCESS:a. Flex-O-Print Catalog: (continued item)

(1) The following catalogs are at the warehouse awaiting distribution:

(a) Class 5920, Fuses and Lightning Arresters

(b) Class 5935, Connectors, Electrical

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(2) Class 5905, Resistors, has been forwarded to Reproduction Division for photographing of panels.

(3) Proof copies of the following catalogs are expected from Reproduction within two weeks:

(a) Class 5995, Cable Assemblies

(b) Group 62, Lighting Fixtures and Lamps

(c) Group 71, Furniture

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b. [REDACTED] (continued item)

Nothing new to report.

c. Requirements Forecasts: (continued item)

(1) Requirements Forecasts, FY 1956 and FY 1957:

The review of the preliminary listing of requirements and costs has been completed and requested corrections have been made by the Machine Records Division. Final machine listings of requirements and costs by forecasting echelons (area divisions, TSS, OTR, [REDACTED]) are now being prepared together with memorandum to such echelons regarding the processing and content of the listings.

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d. Supply Regulations: (continued item)

(1) Proposed changes to [REDACTED] were submitted to RCS through AS/OL for formal coordination and publication. These changes were necessary to include "Real Property" within the provisions of [REDACTED]

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(2) Proposed changes to [REDACTED] were submitted to RCS through AS/OL for formal coordination and publication. These minor changes will conform these field regulations to the headquarters regulations.

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(3) A proposed change to [REDACTED] was submitted to RCS through AS/OL for formal coordination and publication. This change includes an additional purpose to the headquarters Board of Survey for the review of claims for personal property submitted under the provisions of [REDACTED]

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(4) [REDACTED] Supply Procedures: A memorandum that this Handbook be published without formal coordination as recommended by the Inspector General's report was forwarded to RCS through AS/OL.

*Was it?*

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(5) [REDACTED] Detached Station Supply Procedures: A memorandum that this Handbook be published without formal coordination as recommended by the Inspector General's report was forwarded to RCS through AS/OL.

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(6) [REDACTED], Replacement Standards for Administrative Equipment: Work on this Regulation is temporarily suspended.

(7) Proposed Agency [REDACTED] series on 25X1A  
"Ammunition and Explosives" remains under consideration with AS/OL for administrative and policy approval.

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(8) [REDACTED] Storage and Issue of Hazardous Materiel: The initial draft of this proposed publication is still under review.

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(9) [REDACTED], Material Caching: Working level coordination on this proposed Regulation is continuing.

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(10) [REDACTED] Quarters Furniture and Furnishings: This proposed Regulation has been rewritten and is being typed for administrative and policy approval prior to being sent out for working level coordination.

3. OTHER ITEMS OF INTEREST:

a. Rush Shipments: (continued item)

No shipments requiring special coordination for expeditious delivery were received during the past week.

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c. Safe Files: (continued item)

GSA representatives have advised Procurement Division that agreements have been reached on specifications for safe files and a contract will be placed by GSA with vendors within the coming week. Date of initial

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actions for operational supplies and equipment to replace these stocks will be initiated and the procurement charged to 6807 allotment to recover the value of stocks issued to operational elements.

f. Supply Catalog Change Bulletin: (new and completed item)

Supply Catalog Change Bulletin No. 1, dated February 1955, effective 30 April 1955, has been sent to Reproduction Division for photographing of panels. This is the first publication of the series which will be issued on a bi-monthly basis. It contains 590 new items, 106 revisions to items already published, and deletes 12 items carried in present catalogs.

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25X1A h. Approval of Safe Files [REDACTED] (new and completed item)

Headquarters approval was furnished [REDACTED] for field procurement of 150 safe files, Remington Rand, with modification kit. These safe files, which will be procured locally through GSA, are needed to meet an urgent requirement occasioned by the move of the [REDACTED] to a new location around 1 June 1955. Concurrence of this approval was obtained from Security, FE [REDACTED] and Procurement Division. Local purchase authority was granted because of non-availability in either Headquarters stocks or from ZI procurement.

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j. Consolidated Memorandum Receipts on Detached Stations: (new and continued item)

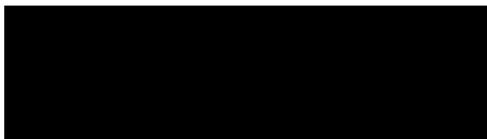
Seventeen (17) Consolidated Memorandum Property Reports are in the hands of various Detached Stations for reconciliation and return to Headquarters. Seven additional reports are scheduled to be forwarded to the field installations during March.

4. MAJOR PROBLEMS:

None

5. MAJOR OBJECTIVES:

Current status of Division objectives, reported to Technical Review and Policy Staff on 4 February.



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OL/SD:TFD:dg:mt (3 March 1955)

Distribution:

6 - OL

1 - OL/SD

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